

SECRET

REGULATION
NO.

MANAGEMENT PROGRAMS
DRAFT 3/14/55

RECORDS MANAGEMENT

File Standards

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1. GENERAL

This regulation implements the basic policies and responsibilities of R as they apply to administering a continuing Agency-wide program providing for standardization of filing system^s, filing equipment, filing supplies, and procedures for the maintenance of files.

2. SCOPE

This regulation applies to all file equipment and supplies, established as standard under Paragraph ⁷ ~~6~~ and ^{9 and that} ~~8~~, acquired, transferred or released through Headquarters for domestic and overseas installations.

3. OBJECTIVES

The objectives of the Files Standards Program are to provide for the most efficient and economical maintenance and use of Agency record accumulations.

4. POLICIES

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The Agency File Standards Program will be administered on a decentralized basis through a program governed by the following policies:

a. FILE SYSTEMS & PROCEDURES

- ~~a.1~~ (1) Similar records shall be maintained under uniform file systems and procedures adapted to the individual programs and types of material.
- ~~a.2~~ (2) File stations shall be realistically located so as to ensure adequate reference service.
- ~~a.3~~ (3) Related papers shall be maintained with ~~the filing of~~ official record copies of documents and filed by a system and at a file location that will assure proper documentation of the organization, function, policy, procedure and essential transactions of the Agency.
- ~~a.4~~ (4) Establishment of duplicate files shall be avoided.
- e. File equipment and supplies shall be standardized to the extent that such standardization effects economy and efficiency in filing operations.
- ~~f.~~ (5) File equipment and supplies in excess of needs shall be promptly released.

145. RESPONSIBILITIES

- a. The Chief of Management Staff is responsible for ~~directing and coordinating the program by providing basic plans, policies, procedures and staff guidance for the application of file standards to the records of the Agency.~~

- (1) Developing and maintaining public relations standards, Agency file procedures, systems, equipment and supplies and maintaining necessary related publications.
- (2) Reviewing and approving requests for non standard file equipment and supplies.

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- b. The Deputy Directors (Intelligence), (Plans), (Support) or their designees are responsible for applying the file standards established by this regulation.
- c. The Director ^t~~Office~~ of Logistics is responsible for ^{restoring the} procurement and issuance of filing equipment and supplies, ~~established as~~ ~~standards under Paragraphs 7 and 9~~, in accordance with the requirements of this regulation.

6. PROCEDURES

The ~~standardization~~ of file equipment and supplies is by the size of document concerned. The requisitioning of file folders, guides and cabinets, ^{are standardized} in sizes) for which no standards are established by this regulation, will be in accordance with ^{regular} standard operating procedures.

The procedure for obtaining items for which standards have been established in Paragraphs 7 and 9 is as follows:

- a. Standard Legal and Letter Size File Folders and Guides ^{7/10/55 are} Available from Building Supply Officers without requisitions. Exception - a requisition with the following certification is required for the issuance of heavy duty folders listed as item f. in Paragraph 9.

"These folders are needed because the frequent reference requirements of the file would necessitate replacement of the standard 11 point folders during the active life of the records."

Signed

Area Records Officer

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- b. Nonstandard Legal and Letter Size File Folders and Guides -
Forward requisitions to the ^{Director} ~~Chief~~ of Logistics, thru the Chief
of Management Staff, accompanied by a memorandum of justification
explaining the efficiency or economies to be gained by using the
nonstandard items.
- c. Letter and Legal Size File Cabinets - Forward requisitions to
the ^{Director} ~~Chief~~ of Logistics bearing the following certification:
- "This certifies that this office has complied with the
utilization provisions of Agency Regulation _____, paragraph
7.

Signed

Area Records Officer

7. FILE EQUIPMENT STANDARDS

Letter and Legal Size File Cabinets.

- a. Cabinets without locks - Procurement is restricted to ^{metal} ~~standard~~
five drawer legal or letter size cabinets equipped with guide
rods.
- b. Cabinets with combination locks - Procurement is limited to two
and four drawer cabinets, legal or letter size with guide rods
and of a standard type to meet the security requirements of the
Agency.

8. UTILIZATION STANDARDS FOR FILING EQUIPMENT

Letter and Legal Size File Cabinets - Maximum utilization ^{of letter legal size file cabinets} is to be
obtained by:

- a. Transfer of inactive records to the Agency Records Center.

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- RC & A
Serial Control Schedule*
- (b. Disposal ¹¹⁶ of records in accordance with ~~schedules~~ *which have been established* ~~through~~ *reviewed* by the Records Management Division, Management Staff.
- c. Removal ¹¹⁶ of office supplies, and other nonrecord material from filing cabinets.
- d. Use ¹¹⁶ of letter size cabinets when less than 20% of the material to be filed is of legal size.
- e. Centralization ¹¹⁶ of files in vault areas, where feasible, to permit use of ~~cabinets, without locks.~~ *NON-SAFE TYPE*
- f. Use ¹¹⁶ of cabinets without lock for unclassified records. *NON-SAFE TYPE*
9. FILE SUPPLY STANDARDS

Folders and guides - The items listed below have been established as standards for general agency use. Nonstandard items may be requisitioned for special use, however, such requisitions must be accompanied by a written justification.

<u>Item</u>	<u>Stock No.</u>
a. Card, guide, file, pressboard, angular metal tab, 1/3 cut with lower projection:	
(1) 1st position, legal	7530-005-4440
(2) 2nd position, legal	7530-005-4441
(3) 3rd position, legal	7530-005-4442
(4) 1st position, letter	7530-005-4433
(5) 2nd position, letter	7530-005-4434
(6) 3rd position, letter	7530-005-4435

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- b. Insert, metal tab for 1/3 cut guide cards 7510-005-4443
- c. Folder, file, kraft, square cut, plain tab, reinforced, 11 point:
 - (1) Legal-size 7510-005-4436
 - (2) Letter-size 7510-005-4437
- d. Folder, file, kraft, square cut, plain tab reinforced, 11 point, with fasteners in 1st position:
 - (1) Legal-size 7510-005-4438
 - (2) Letter-size 7510-005-4439
- e. Folder, file, kraft, square cut, plain tab reinforced, 11 point, with fasteners in 1st and 3rd positions:
 - (1) Legal-size 7510-005-4920
 - (2) Letter-size 7510-005-4921
- f. Folder, file, pressboard, legal metal tab 1/3 cut, slot punched in 1st and 3rd positions, linen "W" type expansion gusset- (Requisition required) *EE H 6a*
 - (1) 1st position 7510-005-1020
 - (2) 2nd position 7510-005-1021
 - (3) 3rd position 7510-005-1019